



TOWN OF SAHUARITA

## Community Development

375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>

## Manufactured Home Submittal Checklist

### TO BE USED FOR – ZONING CLEARANCE APPLICATIONS

**The following items are required and submittals must be complete before accepted for review.**

For current codes and amendments, please visit our website at

<https://sahuaritaaz.gov/789/Building-Codes>

#### **Submit your site plan approval to the Community Development Department**

- ❑ Before submitting an **installation permit** to the Arizona Office of Manufactured Housing -ADOH-, the Town of Sahuarita's Planning and Zoning division of the Community Development Department must approve a site plan.
  - ❑ Site plan showing the location of all structures on the property.
  - ❑ Provide dimensions from all structures to the property lines, and show the distances between all structures.
  - ❑ Indicate dimensions of all property lines and all easements.
  - ❑ Show the location of utility lines (electric, water, sewer, or septic) on the property and where they enter the house. Provide the locations of the water meter and, if present, the septic system.
  - ❑ Show the location of the mechanical unit.
  - ❑ Show all driveways, sidewalks, decks, steps, fences, awnings, and any accessory structures.

Please call 520-822-8855 for inquiries about site plan requirements.

- ❑ Submit your installation permit to the Arizona Department of Housing with a copy of the Planning and Zoning-approved site plan. [Office of Manufactured Housing | Department of Housing](#)

**The Town of Sahuarita will not conduct utility inspections for manufactured homes.**

**However, the applicant must provide, upon approval, one of the following:**

- ❑ Town of Sahuarita Sewer Card
- ❑ Pima County Sewer Card.
- ❑ Provide septic permit, authorization to discharge & final inspections from the Pima County Department of Environmental Quality (PDEQ) for new septic systems. If connecting to an existing system, provide documentation from PDEQ to show the system is adequate.

Note:

- All manufactured homes located in a flood zone will require state-approved plans.
- A type 1 grading will be required for any new grading associated with the mobile home. Contact the Town of Sahuarita Public Works Department at 520-344-7100.
- The Town of Sahuarita has design standards for manufactured/mobile homes. The applicant must demonstrate how they are meeting the design standards. Please see [Chapter 18.38 SITING AND DESIGN STANDARDS FOR MANUFACTURED HOUSING UNITS](#)
- A licensed installer is required to install manufactured homes and must be on the Arizona Office of Manufactured Housing's approved list at <https://arizonahousing.my.site.com/MHD/s/search-license>

ADOH Classifications:

- ❑ **Factory buildings** are built in one of the ADOH-certified factories under their regulations (AAC R4-34-701/IBC/IRC-2018).
- ❑ **Manufactured Homes** are typically built under HUD's 24 CFR 3280 Construction Safety Standard and installed under 24 CFR 3285 Model Installation Standard—but only if the site is generic (native soils, no flood risk, minimal seismic or wind exposure, etc.). If the site has complex conditions (e.g., expansive/contractive/shifting/impermeable soils, flood zones, freezing climates, wind exposure, high seismic), a design professional must ensure that the foundation support and anchoring design, structure, and site will work together, and those plans are submitted to our office for review.
- ❑ **Mobile Homes** (built before June 15, 1976) follow a different regulatory path. Contact the [Department of Housing](#) for further information.

The following are to be referred to the Arizona Department of Transportation:

**RV/Seasonal Units** (ANSI A119.5/NFPA 1192)—including but not limited to park models, tiny homes, casitas. These are typically registered with the Department of Transportation.

The following are currently not allowed under Arizona State Statute:

**Uncertified Factory-Built Structures** (e.g., overseas capsule homes, Walmart/Amazon units, Tuff-Sheds) are not allowed in Arizona unless brought under our regulatory framework. That path is currently under review by the Arizona Department of Premanufactured Housing.